

IMPORTANT

Instructions for completing the City of Northampton's Employment Application form.

1. Type or print clearly in black or blue ink.
2. Answer every question fully and accurately.
3. As an applicant for employment the City will review, if applicable:
 - Criminal Offender Record Information (C.O.R.I) and;
 - Sex Offender Record Information (S.O.R.I.)
4. If an offer of employment is made to you, the City may identify that it is contingent upon the results of a medical exam and/or a background check.
5. FALSE OR MATERIALLY INACCURATE INFORMATION ON THIS APPLICATION WILL BE CAUSE FOR DISQUALIFICATION FOR EMPLOYMENT OR DISMISSAL AT ANY TIME AFTER EMPLOYMENT.
6. Read certification and releases carefully before signing.
7. Return completed application to the Human Resources office.
8. If you need an alternative version of this form, please let us know.
9. If you would like to be considered for another open position in the future, you must call our office (587-1258) and identify what position you originally applied for and what position you would now like to have your application considered for.
10. All application materials must be submitted to the Human Resources Department, 240 Main Street, Room 2, Northampton, MA 01060. Application materials submitted anywhere else are not valid.

This application will be kept on file for 2 (two) years.

Employment Application

City of Northampton, Massachusetts

Applicant last name, First initial _____

Date of Application _____

It is the policy of the City of Northampton to afford equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, military status, sexual orientation, disability, or gender, except where age or sex is a bona fide occupational qualification as allowed by the Civil Rights Act of 1964. The City of Northampton only hires individuals authorized for employment in the United States.

Position(s) Applying For:

1.) _____ Ann #. _____

2.) _____ Ann # _____

3.) _____ Ann.# _____

Personal Information:

Last Name First Name Middle Name

Mailing address City State Zip code

Home address (if different from mailing) Years at this address ____

Home phone Cell/Alt. Phone If you are under 18 years old, state age ____

Education:

Type of School	Name and Location of school	Degree/Area of study	# of years attended	Graduated?
High School				Yes No
College				Yes No
College				Yes No
Graduate				Yes No
Other				Yes No
Other				Yes No

Other Training, Licenses and/or Certifications:

Employment History:

Starting with your present job or most recent job, list all paid or volunteer positions held during the last ten (10) years. Please use additional sheets of plain white paper if you need more space. A resume may not be substituted, but may be included as a supplement.

Name & Address of Employer	Position, Duties and Supervisor	Pay Rate	Reason for Leaving
Phone Dates From To	Supervisor's Name May we contact? Yes No		
Phone Dates From To	Supervisor's Name May we contact? Yes No		
Phone Dates From To	Supervisor's Name May we contact? Yes No		
Phone Dates From To	Supervisor's Name May we contact? Yes No		
Phone Dates From To	Supervisor's Name May we contact? Yes No		

Have you ever worked under a different name? No Yes Please explain_____

Have you ever been employed with the City of Northampton or the Northampton Public School before?
No Yes Please give position and dates_____

List any relatives who currently work for the City or N.P.S._____

Have you ever been convicted of a felony*? (A conviction will not necessarily disqualify an applicant from employment.) No ____ Yes ____ Please explain_____

Have you ever been convicted of a misdemeanor, other than a first misdemeanor conviction for drunkenness, simple assault, speeding, minor traffic violation, affray or disturbance of the peace, within the last 5 years*? (A conviction will not necessarily disqualify an applicant from employment.) No ____ Yes ____
Please explain _____

* If you have a sealed record on file with the Commissioner of Probation you may answer "No" to this question.

Professional References:

List three people, not related to you, who can comment on your work performance

Name	Address	Occupation	Telephone	Relationship	Years acquaintance

Emergency Contact:

Name	Address	Phone
Place of employment	Address	Phone
Relationship to you		

Applicant's Certification and Agreement:

I understand that the foregoing will be verified in order to expedite my application for employment with the City of Northampton. I hereby authorize the City to conduct a full investigation into my background.

I authorize the City to obtain my previous work records, employment records, character references and any other information concerning character, ability and habits and all other necessary information. Further I grant authority to the keeper of these records to release said records to the City of Northampton for the purpose of making its hiring decision. I agree that the City shall not be liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statement, omissions or answers made by me on this application. I agree that my previous employers shall not be liable with regard to any information provided by them in connection with this release.

If employed, I agree to abide by all rules and regulations of the City/NPS. I understand if convicted of a felony, I will notify my supervisor immediately. I agree to furnish such additional information and complete such examination as may be required to complete an employment process and understand that this application for employment in no way obligates the City to employ me. I acknowledge that the City will, if applicable, review the Criminal Offender Record Information (C.O.R.I.) and the Sex Offender Registry Information (S.O.R.I.). I understand that I will be informed if there may be an adverse employment decision based on the C.O.R.I. information and that I will be provided with a copy of the C.O.R.I. policy outlining my rights and the City's obligation in making an employment decision based on the information received.

I certify under the pains and penalty of perjury that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing, which, if disclosed, would affect this application unfavorably. I understand that any false statements, omissions or answers made by me on this application can result in my immediate termination.

In compliance with the Immigration and Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment. I have received the list of approved documents with this application.

I understand that unless I am subject to the terms of a collective bargaining agreement, my employment will be at-will, which means that both the City of Northampton and I are free to terminate the employment relationship at any time for any non-statutorily prohibited reason or for no reason at all, with or without notice.

I hereby acknowledge that I have read in full and understand the above statements and conditions of employment.

Signature of Applicant_____Date_____

Printed Name of Applicant_____

Updated 12/14/2005